



CITY OF GREENBELT, MARYLAND

REQUEST FOR PROPOSALS Job Classification and Compensation Study

Issued by:

**City of Greenbelt, Maryland
25 Crescent Road
Greenbelt, MD 20770**

Telephone: 240-542-2023

Issue Date: January 2022

Submittal Due Date: February 18, 2022

**City of Greenbelt
Greenbelt, Maryland
REQUEST FOR PROPOSAL
Job Classification and Compensation Study**

In this RFP, the terms offeror, respondent, vendor and proposer are synonymous.

Copies of the Request for Proposal ("RFP") package, including a scope of work, submission requirements, and affidavits, may be downloaded from the City's website at www.greenbeltmd.gov. From the home page, click on the "**I want to**" tab, then List and Details Pages under Advanced Components & RFP's.

Sealed proposals addressed to the City of Greenbelt Maryland to provide a Compensation and Classification Study will be received at Greenbelt Municipal Building, Human Resources, Attention: Dawane Martinez, Director of Human Resources, 25 Crescent Road, Greenbelt, Maryland 20770 until **5:00 PM (Eastern), on Friday, February 18, 2022**. No proposals will be accepted after that time.

The City will not accept faxed proposals. All faxed proposals will be rejected and returned.

RECEIPT AND HANDLING OF PROPOSALS

The offeror assumes full responsibility for the timely delivery of the proposal to the designated location. Proposals delivered to any other office or location will not be considered.

Sealed proposals are not publicly opened or otherwise handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the evaluation process. The proposals, except for information identified by the offeror as proprietary, shall be open for public inspection after the contract award.

PROPOSAL DOCUMENTS

The proposal documents are available several ways:

Download the document from the City website at:

<https://www.greenbeltmd.gov/government/advanced-components/rfp-posts-list/-sortn-RFPStatus/-sortd-asc>

Visit the Human Resources office and pick up a proposal packet between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday, excluding government holidays. We are located at 25 Crescent Road, Greenbelt MD, 20770.

PRE-PROPOSAL MEETING

No pre-proposal meeting is scheduled for this project.

SUBMITTAL OF QUESTIONS

Prospective offerors are requested to submit any questions no later than 5:00 PM (Eastern), on Friday, January 28, 2022, to Dawane Martinez, Director of Human Resources, via e-mail at dmartinez@greenbeltmd.gov, with "Proposal" in the subject line. Oral answers to questions relative to interpretation of requirements or the proposal process will not be binding on the City. The City reserves the right to include questions and responses in the form of written Addendums, as it deems necessary.

SITE LOCATION

Primarily Greenbelt Municipal Building, 25 Crescent Road, Greenbelt, Maryland 20770.

NOTICE TO OFFERORS

"Pursuant to 7-201 et seq of the Corporations and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, MD 21201 before doing any interstate or foreign business in this State. Before doing any intrastate business in this State, a foreign corporation shall qualify with the Department of Assessments and Taxation." Bidders must supply with their bids their US Treasury Department Employer's Identification Number as such number is shown on their Employer's Quarterly Federal Tax Return (US Treasury Department Form No. 941). Companies located outside Maryland should call 1-410-767-1006, or e-mail: charterhelp@dat.state.md.us.

QUALIFICATIONS TO CONTRACT WITH PUBLIC BODY

Bidders must be qualified to bid in the State in accordance with Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

DISABILITY INFORMATION

Any individuals with disabilities who would like to receive the information in this document in another form may contact the ADA Coordinator at (240) 542-2023.

W-9 FORM REQUIRED

Successful respondents are required to complete and submit a W-9 Form. The W-9 form can be accessed at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>. It is the successful respondent's responsibility to act upon this instruction for submitting a W-9 form. The City will not be able to process payments if this form is not completed and submitted to the Finance Department.

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SECTION I

Introduction/Overview

A. Purpose/Objective

The City of Greenbelt is soliciting competitive sealed proposals for a qualified and experienced Human Resources consulting organization (compensation emphasis) to provide professional services to conduct a compensation and classification study including recommendations and suggested implementation and maintenance processes, effectively providing the City with resources and expertise to further enhance the classification and compensation program.

Currently, there are three pay scales that cover 300 full-time and part-time employees, ranging from entry level employees to senior level executives within a Council/Manager form of government. The job analysis approach currently being utilized is a point factor system. Employees are eligible for merit increases and/or cost of living adjustments (COLA) on an annual basis, subject to budgetary guidelines, until they reach the maximum of the classification's salary range. The City's fiscal year begins on July 1 and ends on June 30.

The consultant shall conduct a comprehensive internal equity analysis (primary emphasis) and benchmark market analysis of the City's approximately 120 job classifications. The analysis will include all classified job classifications, except for sworn officer positions below the Lieutenant level in the Police Department.

Time is of the essence with respect to completion of the study. The study must be completed no later than January, 2023 for implementation in the City's FY24 budget.

Project objectives ensure program outcomes that are: internally equitable, externally competitive, understandable, legally defensible, efficient to administer, flexible to adapt/change in the future, and appropriate for the City's goals and structure.

The primary focus area for this project is internal equity and correcting salary compression where it exists, in addition to external market benchmarking/analysis. Additionally, the analysis and recommendations must include a review of the current classification system considering changes in Federal and State laws and provide for legally-defensible classification specifications (essential job functions, FLSA, especially exempt/non-exempt status). Further, desired outcomes include identifying and recommending career pathing, as well as establishing recommended titling guidelines based on rules incorporating organizational hierarchy.

B. Term of Contract

The term of the contract awarded from this RFP shall be for a period of one (1) year. If the City determines it to be advantageous, it may extend the term of the contract based on financial availability.

C. Background

The City of Greenbelt, Maryland is home to nearly 23,909 residents. It is a dynamic, multicultural community located in Prince George's County, adjacent to College Park and Berwyn Heights, and about 17 miles from Washington, D.C. and 27 miles from Baltimore. Greenbelt is unique and known widely as a public cooperative community founded in the New Deal era. Greenbelt is an inclusive community and the Greenbelt Community Pledge is a commitment to a city known for community, cooperation, and culture.

Greenbelt possesses a strong sense of community and quality of life. It benefits from a highly educated, ethnically-diverse and engaged residents, stable neighborhoods and a vibrant mixed collaboration. The City of Greenbelt operates under the council-manager form of municipal government and derives its governing authority from a charter granted by the General Assembly of Maryland. The governing body is the Mayor and Council, which formulates policies for the administration of the City. The Mayor and Council are comprised of a mayor and six councilmembers, all directly elected at large for two-year terms.

The Mayor and Council appoints the City Manager to serve as the City's chief executive officer. The Mayor and Council also appoints the City Solicitor. These positions serve at the pleasure of the Mayor and Council and operate as independent executive offices, with respective employees reporting to them.

The Department Directors report to the City Manager and include the heads of the following departments: Administration, CARES, Finance, Human Resources, Information Technology, Planning & Community Development, Police, Public Works and Recreation. The City Solicitor reports directly to the City Manager, Mayor and City Council.

The City employs 300 full-time and part-time employees and has a total operating budget for fiscal year 2022 of \$31.5 million. The City provides a full range of services including: public safety; zoning and planning; one-stop location for licenses, permits, and inspections; water, sewer, stormwater, and refuse and recycling services; snow removal, leaf collection, street maintenance, and other public works functions; recreation and parks services; and special programs for senior citizens, youth, and low-income residents.

The last classification and compensation study was conducted during the Fall of 2008 into the spring of 2009, with implementation as of July 1, 2009. At that time, this resulted in the development of the City's compensation philosophy, which included a pay strategy above the market. The benchmarking and resulting salary structure was strategically placed at 60% of the market. Actual placement in salary ranges was capped at 50%, which helped contribute to ongoing compression issues that need to be reviewed. City job descriptions were updated at that time; however, job duties may have changed since that time. The City will review all classified job descriptions for the study.

D. Statement of Work**1. Scope of work**

- a. The work shall be on the foundation of analyzing the effectiveness of the existing salary structure, along with titling guidelines and potential career pathing.
- b. With regards to pay analysis, the primary focus shall be on internal equity, with external market analysis as secondary.
- c. Outcomes are to include reporting of results and recommendations for implementation, with deliverables as outlined below.

2. Classification and Compensation Study

- a. Determine data required for analysis and identify source of data.
- b. Analyze the effectiveness of the existing salary structure and recommend changes, if needed, based on best practices for municipal organizations at the 60th percentile of the market. The analysis should address:
 - i. The effectiveness of the current salary structure consisting of pay scales made up of grades and pay ranges (Classified/Admin);
 - ii. The appropriateness of the total range of salaries within each pay scale and the number of grades.
 - iii. The appropriateness of the percent spread between grades within each pay scale and within each grade range (Classified/Admin);
 - iv. Strategies to provide for career advancement or progression within the scales and between the grades;
 - v. Any recommendations to changes to job descriptions to ensure they are up to date and accurately reflect employee's current duties and responsibilities;
 - vi. Any changes to job titles to further ensure internal equity; and
 - vii. Recommendations for titling guidelines based on organizational hierarchy.
- c. Analyze internal equity (primary focus) and provide potential solutions to address any inequities identified. The analysis should include data points appropriate for comparing internal equity such as job class, grade, title, base pay, organizational hierarchy, and comparatio. Other data points such as time in position, and tenure should be included in order to determine whether these factors are affecting pay. Make recommendations to adjust individual pay accordingly.

- d. The analysis should address:
 - i. Pay equity for comparable job classifications located both individually and organizationally across multiple City departments considering organizational hierarchy and specifically analyzing each position's job description, title, and pay;
 - ii. Any pay compression, and make recommendations for individual pay adjustments;
 - iii. Whether the current criteria for determining the placement of positions in the salary scales ensures equitable and appropriate results and provide appropriate recommendations; and
 - iv. Whether the City's job classification annual evaluation tool is still relevant and/or needs to be adjusted or modified and make recommendations for any changes.
- e. Analyze the regional market (secondary focus) and recommend adjustments to ensure salaries remain competitive.
- f. Define and identify relevant labor markets and survey sources, as well as benchmark positions, to be approved by the City.
- g. Analyze pay of comparable public employers in the region across all three pay scales and provide recommended benchmarking.

3. Required Project Tasks

a. Task I: Project Orientation

The contractor shall schedule an initial meeting with the City for the purpose of:

- i. Discussing the tasks to be performed and timeline, assignment of key personnel, identification of the consultant's project manager;
- ii. Establishing a comprehensive communication plan to keep all stakeholders informed throughout the process.
- iii. Attending meetings, if required, throughout the contract period with the City of Greenbelt representatives to explain the methodologies and best practices the firm would use to deliver the products we are requesting, to include the pros and cons of their proposed methodology and why they believe the proposed methodology would best serve the City's interest; and
- iv. Clarifying expectations of the process and outcomes; roles, tasks, and responsibilities; budget, deadlines, and deliverables; survey instruments and goals, class specification formats; and review of current classification and compensation structures.

b. Task II: Design the Benchmark Salary Survey Instrument and Conduct Survey

Collaborate with HR staff to select benchmarks for inclusion in a compensation survey and select the targeted peers and competitors to be surveyed for the purpose of collecting compensation data. Conduct compensation survey.

c. Task III: Compile, Verify, and Analyze Salary Survey Data

Collaborate with HR staff to review and refine the compensation data collected. Provide for internal City Manager review and present a draft of the survey results.

d. Task IV: Develop Revised Classification and Pay Plans

Implement a valid, automated job analysis system and make recommendations to:

- i. Classification changes, including additions, deletions, and/or consolidations. Include strategies for maintaining the classifications system;
- ii. Provide pay structures with recommendations to allocate each classification to the appropriate pay grade, based upon labor market value and internal equity; and
- iii. Provide instructional information to the City of Greenbelt Human Resources staff that equips staff to implement recommended changes, to conduct future individual salary audits to maintain internal equity and a competitive market position, and to facilitate placement of the job into any new or revised structure.

4. Deliverables**a. Draft Documents and Reports**

Provide preliminary findings and draft report for internal review by the City within a timeline identified by the contractor and agreed to by the City. **Results to include the following with explanations:**

- i. Results of the internal equity analysis (primary emphasis);
- ii. Results of the classification and compensation regional market benchmarking analysis (secondary focus);
- iii. Recommendations to ensure the City is “competitive” (at or paying above market), based on the City’s compensation philosophy and pay strategy;
- iv. Results of review of job descriptions, job titles, and pay;
- v. Recommendations for individual pay adjustments;
- vi. Recommendations and strategies for addressing and alleviating compression;
- vii. Recommendations for any changes to the City’s classification structure;
- viii. Recommendations for any changes to the City’s salary grade structure;
- ix. Recommendations for any changes to the City’s job titles, along with recommendations for titling guidelines;

- x. Recommendations for any changes to the City's salary ranges;
- xi. Recommendations for career pathing (i.e. identifiable job families, career path matrices), where appropriate;
- xii. Recommendations for any changes to the City's Job Classification evaluation tool, including a process for future ad hoc job evaluation requests;
- xiii. Describe the financial impact of implementing any recommended changes to the existing salary structure, recommended solutions to address pay inequities, and recommended pay adjustments to maintain the City's competitive position in the labor market; and
- xiv. Provide strategies to alleviate compression going forward and any salary placement strategies that would assist with and minimize creating any compression in the future.

Present final summary, recommendations and deliverables including hearing appeals from incumbents who are dissatisfied with the finds.

b. **Develop and Submit Final Project Reports**

Provide a final report, that includes all items identified above with City feedback.

Present the findings to the City Manager, Mayor & Council, and other key stakeholders determined by the City.

E. Proposer Minimum Qualifications

Proposers must meet the following criteria to be considered for selection:

1. The proposer must have a minimum of five (5) years professional experience in conducting classification and compensation studies for local governments and must have successfully completed a minimum of ten (10) studies.

F. City's Responsibilities

1. Provide access to necessary data, documentation, etc. (define what data, documents and who is the provider)
2. Provide office accommodations (i.e. working space)
3. Assign a project manager to serve as primary point of contact
4. Review of documents within an agreed upon timeframe for review
5. Define supervisors' and employees' involvement and opportunities to provide feedback.
6. Provide for feedback as needed from supervisors and employees within the established timeframe.

G. Projected RFP Process Schedule

<u>DESCRIPTION</u>	<u>TARGET DATE</u>
RFP Issued	January 7, 2022
Proposer's technical questions due via email	January 28, 2022
Addendum to RFP issues, if required	February 11, 2022
Proposals due to the City	February 18, 2022
Proposer oral presentations, if required	Week of March 4, 2022
Proposer discussion/ negotiations	Week of April 4, 2022
Contract Award	Week of April 11, 2022

The target dates provided are estimates and may be subject to change during the process.

H. City Contact

The sole point of contact at the City for purposes of this RFP, prior to the award of any contract is, Dawane Martinez, Human Resources Director:

Dawane Martinez, Human Resources Director
Greenbelt Municipal Building
25 Crescent Road
Greenbelt, MD 20770
Telephone: (240) 542-2023
Email: dmartinez@greenbeltmd.gov

I. Contract Administrator

The designated contract administrator following contract award will be:

Dawane Martinez
Human Resources Director
25 Crescent Road
Greenbelt, MD 20770
Telephone: (240) 542-2023
Email: dmartinez@greenbeltmd.gov

SECTION II

Request for Proposal Proposal Submission

A. Procedures

One (1) electronic and seven (7) printed copies of the sealed proposal marked “RFP GB #12-21, Compensation and Classification Study” must be submitted to:

Dawane Martinez, Human Resources Director
Human Resources
Greenbelt Municipal Building
25 Crescent Road
Greenbelt, Maryland 20770

To provide each proposer an equal opportunity for consideration, adherence to a standardized proposal format is required. Individual, separate and complete proposals must be submitted and must contain the following elements organized into separate tabs or sections, as deemed appropriate. Failure to adhere to this format may result in the disqualification of your proposal(s).

Each proposal shall adhere to the order presented below. Each section within the proposal submittal, following the transmittal letter and table of contents, shall be separated by tabs or sections and include, at a minimum:

1. **Transmittal Letter**: The letter should include the address of the office which would provide the services requested, telephone number, fax, e-mail address and website, if applicable. The letter should be signed by an individual who is authorized to commit the proposer to the services, pricing and requirements as stated in this RFP.
2. **Table of Contents**: A table of contents shall outline all contents contained within the proposal submittal.
3. **Tab 1 – Proposal Acknowledgment/Amendments**: This section shall include the completed proposal acknowledgement form and any amendments (addenda) to the solicitation provided as ATTACHMENT A.
4. **Tab 2 - Identifications of Confidential, Proprietary Commercial Information or Trade Secrets**: If applicable, information the proposer claims to be confidential, proprietary commercial information or trade secrets shall be identified in this section. This information, along with any claim of confidential financial information, should also be disclosed. The proposer must include an explanation for each individual claim of confidentiality.
5. **Tab 3 - Work Plan and Project Approach**: This section shall include a well-defined work plan consistent with the project tasks as defined in this RFP, demonstrating the ability and the strategy that will be used to complete the elements as outlined within the statement of work. The proposer must also provide the following:

- a. Description of the firm's approach to the development of a compensation system, including information on the job evaluation system proposed, an explanation of the factors (or other criteria used in the evaluation) and the weighting of the factors, along with sample job descriptions and employee questionnaires.
 - b. Tentative timeline for each tasks and deliverables required within the project as defined in the statement of work.
 - c. Description of the method by which Senior Management and general staff will be apprised of progress throughout the study process.
6. **Tab 4 – Personnel and Technical Qualifications:** Submit technical qualifications of the proposer and personnel involved in this project.
- a. Brief history of the proposer and its structure (include organizational charts);
 - b. Describe the delivery team, including any subsidiary and/or affiliate companies that will be used to satisfy the requirements of this RFP. Describe their roles on the service team and describe their capabilities to provide the services for which they are being utilized. Include a list of all existing staff resources and staff resourcing methodologies, including sub-contracting for conducting analyses and related task work;
 - c. Provide the proposer's qualifications, requirements and selection criteria for personnel (including sub-consultants, if applicable) anticipated to be used to fulfill the services requested under this contract;
 - d. Provide resumes of key personnel (including sub-consultants, if applicable) anticipated to be used to fulfill the services requested. Resumes shall be limited to individuals who will be assigned and working on the project. Each individual resume should be limited to a maximum of one page. The resumes shall include information about pertinent expertise.
 - e. If applicable, describe any current litigation resulting from professional services provided by the proposer; and
 - f. If applicable, provide a list of client relationships, to include public sector clients, that have been terminated in the last 12 months and the reasons each was terminated.
7. **Tab 5 – References:** A minimum three (3) professional references with physical addresses, phone numbers, and email addresses (if available). They should represent the most significant projects performed, preferably with municipal governments, in the

last five years that are similar to the project described in this request for proposal. The references may be both in the private or public sector, with at least two in the public sector.

8. **Tab 6 - Fee Proposal:** The fee proposal shall be submitted to include the following:
 - a. Proposed fees for the project shall be provided as a not-to-exceed lump sum fee. Proposal fee shall be itemized based on each tasks and deliverables as defined in this RFP. Fees shall include all costs associated with the performance of the service specified, including overhead, labor, materials, profit, etc. The proposer is responsible for all travel and travel related expenses.
 - b. The hourly rate of principals involved in the project.
 - c. Proposed fees with a clear description of optional or additional services, and reimbursable costs not included in the original base fees. Price proposal must be valid for at least (90) days following the deadline for submission.
9. **Tab 7 – Subcontracting:** This section should identify any of the required services that the proposer intends to subcontract, if any, providing the following information:
 - a. Reason for subcontracting.
 - b. Proposed subcontractor responsibilities.
 - c. Identity and descriptive information of proposed subcontractors, including location, relevant personnel and experience, previous use as a subcontractor, and any other relevant supporting information.
10. **Tab 8 – Required Forms/Additional information:**
 - a. Submit a completed Affidavit form (ATTACHMENT B).
 - b. Provide a statement that proposer, if awarded the contract, will provide a certificate of insurance in accordance the City of Greenbelt Insurance requirements (ATTACHMENT C)
 - c. Each proposer shall submit a completed W-9 form with their proposal. In the event of contract award, this information is required to issue purchase orders and payments to the contractor. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.
 - d. Additional Information - Provide any additional information you wish to bring to the City’s attention with respect to the proposer’s qualifications.

Section III

Request for Proposal

Method of

Award/Evaluation

Criteria

A. Evaluation Process

The contract will be awarded in accordance with the competitive sealed proposals process under Greenbelt City process. The competitive sealed proposals method is based on discussions and revision of proposals during these discussions. Award will be made to the qualified proposer obtaining the highest weighed score combining price and technical qualifications.

Accordingly, the City may hold discussions with all proposers judged reasonably susceptible of being selected for award, or potentially so. However, the City also reserves the right to make an award without holding discussions. In either case of holding discussions or not doing so, the City may determine a proposer to be not responsible and/or a proposer's proposal to be not reasonably susceptible of being selected for award, at any time after the initial closing date for receipt of proposals and the review of those proposals.

A. Evaluation Criteria

1. Written Proposal Evaluation

The City Manager and Senior Management Team will evaluate the written proposal based on the following criteria.

Criteria	Points
Experience and Qualification: <ul style="list-style-type: none">• Demonstrated professional skills, credentials and experience of key personnel assigned manage and conduct the salary study.• References• Demonstrated experience in similar types of work/projects (public sector or municipal government)• Demonstrated ability to communicate with all levels of City personnel during the study	30
Methodology: <ul style="list-style-type: none">• Technical approach for conducting analysis, completing tasks, and providing deliverables as outlined in the RFP• Project approach and process to inform and educate City employees about the study and its results• Conformance to requirements of the RFP	20

Cost: <ul style="list-style-type: none"> This criterion considers the price of services solicited by this RFP. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to other Proposers. 	30
Timeline for Completion of Project: <ul style="list-style-type: none"> Demonstrated ability to perform the study within established timeframe. 	20
Total Points	100

2. Interview Evaluation Criteria

Criteria	Points
Quality of presentation, ability to articulate relevant company experience, and ability to demonstrate overall understanding of the scope of work and City's needs.	50
Ability to communicate project approach and technical concepts for conducting the study.	50
Total Points	100

Clarification of Offers

The City Manager and Senior Management Team will evaluate the proposals from information on hand and may also ask questions to clarify information from proposers as required. A composite rating will be developed which indicates the proposer's collective ranking of the highest rated proposals in a descending order.

In order to determine if a proposal is reasonably susceptible for award, communications by the HR Director contact are permitted with a proposer to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the proposal evaluation committee may be adjusted as a result of a clarification under this section.

Interviews/Discussions

The City Manager and Senior Management Team may afford one (1) or more proposers an opportunity to make oral presentations to clarify their proposals. If requested, oral presentations shall be made at no cost to the City. Key personnel listed in the proposal are required to attend the interview.

Best and Final Offer

When deemed in the best interest of the City, and upon conclusion of any oral presentations and/or negotiations, the proposer(s) may be asked to submit in writing, a Best and Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the proposer(s).

Note: Proposers are discouraged from submitting inflated pricing in their original response in anticipation of price negotiation and the use of a BAFO process. The BAFO process may or may not be used, or may be used on a case-by-case basis to negotiate services, deliverables, pricing terms conditions, etc. with individual respondents. Placing inflated pricing in your original response may produce a low scoring result, which prevents your proposal from reaching the negotiation stage of the evaluation process

The City of Greenbelt reserves the right to reject any and all proposals and to accept the proposal the City considers most advantageous. All proposals will become the property of the City

SECTION IV

Request for Proposal

Attachments

Proposal Acknowledgement | Attachment -A

The undersigned agrees that all the terms and conditions of this solicitation and offer may, at the City's option, be made applicable in any contract issued as a result of this solicitation.

Business Firm's Typed Name: _____

Name and Title of Person

Authorized to Sign Proposal: _____

Signature: _____

Date: _____

Corporate Attestation or SEAL here

Signature: _____
(Corporate officer other than above)

Date: _____

Name and Title of Person

Attesting to Authorized Signature: _____

NAME AND SIGNATURE REQUIREMENTS FOR PROPOSALS AND CONTRACTS

The correct legal business name of the proposer must be used in all contracts. A trade name (i.e., a shortened or different name under which the firm does business) should not be used when the legal name is different.

Corporations must have names that comply with State Law. The proposer's signature must conform to the following:

Where the proposer is a corporation, a corporate seal is required.

Where the proposer is a partnership, at least one general partner must sign.

Where the proposer is a sole proprietor, the owner of the company must sign.

ACKNOWLEDGMENT OF SOLICITATION AMENDMENTS

Please note, that it is the proposer's responsibility to check the City' website frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in disqualification of proposal.

The proposer acknowledges receipt of the following amendment(s) to the solicitation:

Amendment Number | Date: _____

Amendment Number | Date: _____

Amendment Number | Date: _____

NON-COLLUSION AFFIDAVIT**Attachment – B-1**

I _____, being duly sworn on oath, deposes and says:

That he/she is the

(Owner, Partner, Title if on behalf of a Corporation)

of _____
(Name of Business, Corporation or Partnership)

the party submitting the foregoing Bid; that (he has not) (no officer of the said Corporation has) (no partner of the said Partnership has) nor has any person, firm or corporation acting on (his/her) (its) (their) behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Bid being submitted herewith; and that (he/she) (the said Corporation) (the said Partnership) has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Bid Price of the Bidder herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within Bid is submitted; that in making this Affidavit, the affiant represents that he/she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of his/her knowledge and information.

Printed Name of Affiant _____

Signature of Affiant _____

Before me, this day _____
(Month / Day / Year)

Notary Public of: _____

My Commission Expires: _____

Seal:

FALSE PRETENSES AFFIDAVIT**Attachment -B-2**

I _____, the undersigned _____
(Name) (Office Held)

of _____ first being duly sworn and under oath, say and
(Name if Business Entity)

affirm this _____ day of _____, 2022, that I hold the aforementioned office in

(Name of Business Entity)

I FURTHER DECLARE AND AFFIRM, under the penalties of perjury, that neither I nor, to the best of my knowledge, information and belief, the above Business Entity nor any officer, director, partner, member or associate thereof; nor any of its employees directly involved in obtaining contracts with the City, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

Printed Name of Affiant _____

Signature of Affiant _____

Before me, this day _____
(Month / Day / Year)

Notary Public of: _____

My Commission Expires: _____

Seal:

Affidavit of Non-Conviction**Attachment -B-3**

I hereby affirm that:

I am the _____ (title) and duly authorized representative of _____ (name of business entity) whose address is _____ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following: (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Annotated Code of Maryland; or (7) conspiracy to commit any of the foregoing;

B. pled *nolo contendere* to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State "none" or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

_____.

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with the City of Greenbelt under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article

of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property or construction.

I acknowledge that this affidavit is given pursuant to Maryland Code, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the City of Greenbelt may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City of Greenbelt.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Business Entity: _____

Signature and Title: _____

Printed Name: _____

Date: _____
(Month / Day / Year)

Notary Public of: _____

My Commission Expires: _____

Seal:

BRIBERY AFFIDAVIT**Attachment – B-4**

I _____, the undersigned _____
(Name) (Office Held)

of _____ first being duly sworn and under oath, say and
(Name if Business Entity)

affirm this _____ day of _____, 2022, that I hold the aforementioned office in

(Name of Business Entity)

submitting a bid or otherwise applying for a contract with the City of Greenbelt, a municipal corporation in the State of Maryland, for the supply of goods or services, to wit:

Job Classification and Compensation Consulting

and that to the best of my knowledge no Officer, Director or Partner of:

(Name of Business Entity)

nor any employee of _____ directly involved in obtaining
(Name of Business Entity)

contracts with the State of Maryland or any County or Municipal Corporation or other Subdivision of the State has not been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government for acts or omissions committed. I
HEREBY CERTIFY UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING IS TRUE TO
THE BEST OF MY KNOWLEDGE AND INFORMATION.

(Signature)

_____, Affiant
(Bidder)

CERTIFICATE OF NON-SUSPENSION

Attachment – B-5

I _____, do hereby certify

that _____ at _____
(Name of Bidder) (Name of Business or Entity)

has not been suspended or barred from participation in contract activities with any government.

Signature

Title

Date

INSURANCE REQUIREMENTS**Attachment - C**

CERTIFICATE OF POOL COVERAGE
LOCAL GOVERNMENT INSURANCE TRUST
ENABLING LEGISLATION AUTHORITY OF
LOCAL GOVERNMENTS TO POOL
INSURANCE CODE §19-602, MD. CODE ANN.

CERTIFICATE HOLDER:

City of Greenbelt, 25 Crescent Rd., Greenbelt, MD 20770

TRUST PARTICIPANT:City of Greenbelt
25 Crescent Rd.
Greenbelt MD 20770
Policy # PLP-307500-2021/22-07**COVERAGE PERIOD:** Effective 12:01 A.M. E.S.T. on 7-1-2021 to Expire at 12:01 A.M. E.S.T. on 7-1-2022.**CERTIFICATE HOLDER SHOWN ABOVE INCLUDED AS:** Proof of Coverage

Coverage	Deductible	Limit
Property	\$1,000 Each Occurrence	\$33,740,827.13
General Liability	\$0 Each Occurrence	\$1,000,000 Each Occurrence \$3,000,000 Annual Aggregate Limit
Auto Liability	\$0 Each Occurrence	\$1,000,000 Each Occurrence

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the documents as issued by the Local Government Insurance Trust. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of pool coverage is issued or may pertain, the coverage afforded by the Local Government Insurance Trust documents described herein is subject to all the terms, exclusions and conditions therein. Should any of the applicable documents be canceled before the date shown, the Local Government Insurance Trust will endeavor to mail 45 days written notice to the certificate holder, but failure to do so shall not impose obligation or liability of any kind upon the trust or its representatives.

ADDITIONAL INFORMATION: Evidencing coverage for currently scheduled autos, mobile equipment, property and for events, meetings, classes and other activities held in and on certificate holder's premises.

5-15-2021

ISSUE DATE
Cert # 30037Authorized Representative
LOCAL GOVERNMENT INSURANCE TRUST

PROFESSIONAL SERVICES AGREEMENT**SAMPLE CONTRACT FORM- DO NOT RETURN – Attachment D**

THIS AGREEMENT, made this *[insert day]* day of *[insert month]* by and between the **MAYOR AND COUNCIL OF GREENBELT**, a municipal corporation organized under the laws of Maryland, hereinafter referred to as the "**CITY**", and *[insert contractor's full legal name]*, hereinafter referred to as "**CONTRACTOR**".

WITNESSETH

WHEREAS, the City desires the Contractor to provide *[insert description]*.

WHEREAS, the City desires to employ the services of the Contractor in connection with the aforementioned service under the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the covenants and promises set forth, the parties hereto agree as follows:

1. **SCOPE OF WORK.** The Contractor agrees to perform the work described and be bound by the terms and conditions set forth in *[insert RFP no. and description]*, to include *[list all addenda]*, hereto attached and made a part hereof and identified as Exhibit "A" and in the CONTRACTOR'S proposal dated *[insert date]*, hereto attached a made a part hereof and identified as Exhibit "B", and in the CONTRACTOR'S best and final offer (BAFO) dated *[insert date]* hereto attached and made part hereof and identified as Exhibit "C". In the event any terms of the attached exhibits conflict with this Agreement, this Agreement shall prevail over the aforementioned exhibits. In the event the terms of any of the exhibits conflict with each other, then Exhibit "C" shall prevail over both Exhibits "B" and "A". In the event the terms of Exhibit "B" conflict with Exhibit "A", then Exhibit "A" shall prevail over Exhibit "B". In the event of a conflict in the terms contained in the documents in Exhibit "C", the terms of the most recently dated document shall prevail.

The Contractor shall perform the services described in this Agreement (a) in a timely, diligent and professional manner in accordance with recognized standards of the applicable industry or profession, and; (b) in accordance with the time periods set forth in this Agreement and in the schedule and sequencing specified by the City. Contractor shall furnish efficient business administration and superintendence and shall use its best efforts to ensure that such services being performed under this Agreement are completed in the best way and in the most expeditious and economical manner consistent with the City's best interests.

2. **REVIEW BY CITY.** The Contractor agrees that the work and records covered by this Agreement will be subject to review, at all times, by representatives of the City.

3. **OWNERSHIP RIGHTS.** All finished or unfinished documents, data, studies, surveys, drawings, CADD drawings, maps, models, photographs, letters and reports prepared by the Contractor or its subcontractors shall become the property of the City.

SAMPLE CONTRACT FORM- DO NOT RETURN – Attachment D

4. EQUAL EMPLOYMENT OPPORTUNITY. The Contractor will not discriminate against any employee or applicant for employment because of age (in accordance with applicable law), ancestry, color, national origin, race, ethnicity, religion, disability, genetics, marital status, pregnancy, presence of children, gender, sexual orientation, gender identity or expression, or veteran status. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated fairly and equally during employment with regard to the above. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination, rates of pay or other form of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Contractors must also include the same nondiscrimination language in all subcontracts.

If the Contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts that subcontractors will not discriminate against any employee or applicant for employment in the manner described above, this contract may be declared void AB INITIO, cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the City of Greenbelt. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor will permit access to the Contractor's books, records, and accounts. If the City Manager concludes that the Contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.

5. INDEMNIFICATION. The Contractor agrees to indemnify and save harmless the City against any liability, claim, demand for personal injury or property damage, and other expenses or losses suffered or arising out of or caused by any negligent act or omission of the Contractor, its subcontractors, servants, agents or employees incurred in the performance of the Agreement.

6. TIME OF ESSENCE. The Contractor acknowledges that time is of the essence in providing the services under this Agreement and agrees to assign adequate personnel sufficient to respond to requests for service.

7. CONTRACT TERM. This Agreement shall be effective upon execution of the contract and shall continue through **April 30, 2023**, with possible renewal options, subject to the annual review of the City Treasurer, the satisfactory performance of the Offeror, the concurrence of the Greenbelt City Council and the annual availability of an appropriation.

8. TERMINATION FOR CONVENIENCE. The City may terminate this Agreement for convenience by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. If the Agreement is terminated by the City as provided in this Section the Contractor will be paid on a pro-rata basis for work performed prior to the effective date of such termination.

SAMPLE CONTRACT FORM- DO NOT RETURN – Attachment D

9. **TERMINATION FOR CAUSE.** If through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligation under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. If the Agreement is terminated by the City as provided in this Section the Contractor will be paid an amount based on the number of hours actually worked at the hourly rates set forth herein, or if no hourly rate is set forth, Contractor shall be paid on a pro-rata basis for work performed. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by the Contractor, and the City may withhold any payments due the Contractor up to the full amount of the Contractor's fee, until such a time as the exact amount of damages due the City from the Contractor is determined by any Court of competent jurisdiction.

10. **COMPLIANCE WITH LAWS.** The Contractor shall observe and comply with Federal, State, County and local laws, ordinances and regulations that affect the work to be done herein, and shall indemnify and hold the City harmless, and all of its officers, agents and servants against any claim or liability from or based on the violation of any such law, ordinance or regulation, whether by the Contractor or the Contractor's agent. Notwithstanding the foregoing, in the event that the Contractor determines that a conflict exists between any applicable law, ordinance and/or regulation, the Contractor will so advise the City and the City will decide which law, ordinance and/or regulation shall be followed.

11. **SUBCONTRACTS.** None of the services covered by this Agreement shall be subcontracted without the prior written consent of the City. The Contractor will require all subcontractors to have in effect at all times insurance coverage as required by the City in Exhibit "A" for negligent acts, errors and omissions of subcontractors and their employees and the City shall be named as an insured party.

12. **ASSIGNMENT.** The Contractor shall not assign or transfer any interest in this Agreement without the prior written approval of the City.

13. **INSURANCE.** The Contractor shall carry insurance with limits as required in Exhibit "A" by the City and shall provide to the City a certificate evidencing the same.

14. **CONFLICTS OF INTEREST.** The Contractor covenants that it has presently no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed.

15. **DISPUTES.** Except as otherwise provided in this agreement, any dispute concerning a question of fact arising out of this agreement which is not disposed of by agreement, shall be decided in accordance with the City's Purchasing Procedures as set forth in Chapter 2 of the Greenbelt City Code.

SAMPLE CONTRACT FORM- DO NOT RETURN – Attachment D

16. **GOVERNING LAW.** This Agreement is executed in the State of Maryland and shall be governed by Maryland law. The Contractor, by execution of this Agreement, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this agreement and further consents to venue in Montgomery County, Maryland.

17. **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding and inure to the benefit of all successors and assigns of the parties hereto. Notwithstanding the foregoing, this Agreement shall be considered a personal services contract and the Contractor shall not assign any right or obligation under this Agreement without the City's express written consent which may be withheld in the City's sole and absolute discretion.

18. **INDEPENDENT CONTRACTOR.** The Contractor shall perform this Agreement as an independent contractor and shall not be considered an agent of the City, nor shall any of the Contractor's employees or agents be subagents of the City.

19. **COMPENSATION.** The Contractor shall provide to the City the services described in the amount not to exceed *[insert dollar amount in words]* dollars (\$*[insert dollar amount in numbers]*). In the event the labor hours and expenses exceed this amount the Contractor shall complete the tasks with no additional compensation.

20. **INVOICING.** Invoices for payment shall include a complete description of the services rendered, personnel, hourly rates, hours and date of services. All invoices shall be submitted to the City of Greenbelt, Attn: *[insert contact and department]*, 25 Crescent Road, Greenbelt, MD 20770.

21. **MODIFICATION.** This agreement may be modified only by written instrument signed by both parties hereto.

22. **ENTIRE AGREEMENT.** This agreement, including the exhibits attached hereto, constitutes the entire agreement between the City and the Contractor, and the parties shall not be bound by any prior negotiation, representations or promises, not contained herein.

IN WITNESS WHEREOF, the said (See Note A) and *[insert contractor's full legal name]* COUNCIL have caused these presents to be signed and sealed.

[insert contractor's full legal name]

Signature: _____

(Either owner or partner)

(Seal)

SAMPLE CONTRACT FORM- DO NOT RETURN – Attachment D

Printed Name: _____

Title: _____

Witness Signature: _____

Printed Name: _____

Title: _____

MAYOR AND COUNCIL OF GREENBELT, MARYLAND

By: _____ Date: _____
Timothy George, City Manager (Acting)

ATTEST

By: _____ Date: _____
Bonita Anderson, City Clerk

Approved as to form and legality:

_____ Date: _____
City Solicitor

NOTE (A): *The CONTRACTOR shall enter the exact legal name of the business. An individual trading as a company shall enter: **John Doe dba Doe Masonry Company.***

ATTACHMENT E**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS – DO NOT RETURN**

1. **TERMS AND CONDITIONS:** The terms and conditions of this document govern in event of conflict with any terms of the bidder's proposal, and are not subject to change by reasons of written or verbal statement by the contractor unless accepted in writing. Words and abbreviations which have well known technical or trade meanings are used in accordance with such meanings.

2. **SUBMISSION OF BID:** Unless otherwise specified in the solicitation, all bids are to be submitted in a sealed envelope to the Human Resources Office, 25 Crescent Road, Greenbelt, MD 20770. The envelope shall be clearly marked with the invitation for bid number. Unless otherwise specified, the following forms must be submitted:

- Bid proposal page(s) in duplicate
- Affidavit Form(s), Attachment B
- References, if requested
- Other forms as requested in the document.

The bid proposal form must be typed or written in ink. Conditional bids and bids containing escalator clauses will not be accepted. All bids must be regular in every respect and no interlineation, exclusions, or special conditions shall be made or included. Bids must contain an original signature, in the space provided, of an individual authorized to bind the bidder.

3. **LATE BIDS:** It is the bidder's responsibility to assure delivery of the bid at the proper time to the designated location. Bids delivered to any other office or location will not be considered.

4. **ADDENDUM:** In the event that any addenda to this solicitation is issued, all solicitation terms and conditions will remain in effect unless they are specifically changed in the addendum. It is the responsibility of the bidder to make inquiry as to addenda issued. Oral answers to questions relative to interpretation of specifications will not be binding on the City. Such addendums, if issued, will posted at: <https://www.greenbeltnmd.gov/government/advanced-components/rfp>

Please note, that it is the bidder's responsibility to check this site frequently for Addendums, which may impact pricing, this document's requirements, terms and/or conditions. Failure to acknowledge an addendum on the bid proposal form or to sign and return an Addendum with your response may result in disqualification of proposal.

5. **BID OPENING:** All bids received in response to an Invitation for Bid will be opened at the date, time and place specified and publicly read.

6. **ACCEPTANCE OF BIDS:** Unless otherwise specified, the City will accept or reject any or all bids or any or all items within ninety (90) days after the date of bid opening, unless extended by mutual consent of all parties.

7. **BIDDER INTEREST IN MORE THAN ONE BID:** Multiple bids received in response to a single solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different

ATTACHMENT E**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS – DO NOT RETURN**

names will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for a solicitation both as a bidder and as a subcontractor for another bidder, will result in rejection of all bids in which the bidder is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two or more bidders submitting a bid for the work. Any or all bids may be rejected if reasonable grounds exist for believing that collusion exists among any bidders. Bidders rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.

8. **PRICES:** Bids must be submitted on a firm, fixed price, F.O.B. Destination basis only unless otherwise specified herein.

9. **ERRORS IN BIDS:** When an error is made in extending total prices, the unit price will govern. Erasures in bids must be initialed by the bidder.

10. **TAX EXEMPTION:** The City is exempt from the payment of any federal excise or any Maryland sales tax.

11. **SPECIFICATIONS:** Bidders are expected to be thoroughly familiar with all bid documents, including all addenda. No consideration will be granted for any alleged misunderstanding of the intent of the contract documents. In the process of assembling and binding the bid documents individual pages or drawings may have been inadvertently omitted. Each bidder shall carefully and thoroughly examine these bid documents for completeness. No claim of any bidder will be allowed on the basis that bid documents are incomplete.

12. **BID AWARD:** The award will be made to the offeror/proposer whose proposal, in the opinion of the City is the best taking into consideration all aspects of the offeror's/proposer's responses, including total net cost to the City. In the event that the offeror/proposer to whom the award is made does not execute a contract within 15 days from receipt of the contract, the City may give notice to such offeror/proposer of intent to award the contract to the next most qualified offeror/proposer, or to call for new proposals.

13. **MULTI-YEAR BIDS:** Multi-year contracts may be continued each fiscal year only after funding appropriations have been granted. In the event necessary funding appropriation is not granted, the multi-year contract shall be null and void, effective July 1st of the affected year. Should the vendor decline the City's right to exercise any option period, the City may consider the vendor in default, which may affect that vendor's eligibility for future contracts.

14. **BIDDER'S PAYMENT TERMS:** The City will reject as non-responsive a bid under this solicitation, which is conditioned on payment of proper invoices in less than thirty (30) days. However, this does not preclude a bidder from offering a prompt payment discount for payment of proper invoices in less than thirty (30) days.

ATTACHMENT E**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS – DO NOT RETURN**

15. **INTERPRETATION:** Any questions concerning terms, conditions and definitions of the contract and bidding regulations shall be directed in writing to the HR Director. The submission of a bid shall be prima facie evidence that the bidder thoroughly understands the terms of the contract documents. The Contractor shall take no advantage of any error or omission in these contract documents.

16. **BRAND NAME OR EQUAL** Identification of an item by manufacturer's name, trade or brand name, or catalog number is for information and establishment of a quality level desired and is not intended to restrict competition. Bidders may offer any brand which meets or exceeds the specification, unless 'brand name only' is specified. Bids on other makes and/or models will be considered provided the bidder clearly states on the proposal what is being proposed and forwards with the bid complete descriptive literature indicating how the characteristics of the article being offered will meet the specifications. The City reserves the right to accept or reject items offered as an equal.

17. **EXECUTION OF AGREEMENT** Subsequent to award and within fifteen (15) calendar days after the prescribed forms are presented to the Contractor, the Contractor shall execute and deliver to the City the required Agreement and other forms as requested. Failure of the successful bidder to execute the Agreement and supply other required forms within fifteen (15) calendar days shall constitute a default. The City may either award the contract to the next low responsive and responsible bidder or re-advertise the bids, and may charge against the original bidder the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed. If a more favorable bid is received by a re-advertising, the defaulting bidder shall have no claim against the City for a refund.

18. **MATERIALS** All materials shall be new and free from defects. They shall be standard products of current manufacture. Unless otherwise noted in the contract documents, the Contractor shall abide by specific manufacturer instructions and recommendations on installation and operation.

19. **TRAVEL TIME:** No payment for travel time to or from the job site shall be charged. Charges begin when the Contractor arrives at each job site and end when the Contractor leaves the job site. The Contract Administrator will verify time records.

20. **BILLING:** Unless otherwise specified invoices are to be submitted to the "Bill To" address 25 Crescent Road, Greenbelt, MD 20770 immediately upon completion of services.

21. **PAYMENT:** Payment shall be made after satisfactory performance of the contract/complete delivery in accordance with all of the provisions thereof, and upon receipt of a properly complete invoice. The City reserves the right to withhold any or all payment or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any modification thereto. The acceptance by the Contractor of the final payment made as aforesaid, shall operate as and be a release to the City and every officer and agent thereof, from all claims by and liabilities to the Contractor for anything done or furnished for or relating to or affecting the work under the contract.

ATTACHMENT E**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS – DO NOT RETURN**

22. **PAYMENT OPTION:** The Vendor will submit invoices in person at 25 Crescent Road, Greenbelt, MD 20770 or electronically to the Human Resources Department at HRDEPT@greenbeltmd.gov. Funds will be distributed the vendor in the form of a check from the Finance Department.

23. **TRANSFER OF TITLE:** The Contractor warrants that title to all work, materials and equipment will pass to the City upon the receipt of payment by the Contractor, free and clear of all liens, claims, interests or encumbrances.

24. **DEFECTIVE MATERIALS/WORKMANSHIP:** Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor. If the work shall be found to be defective or to have been damaged before final acceptance, the Contractor shall make good such defect in a manner satisfactory to the City, without extra compensation even though said defect or injury may have not been due to any act or negligence of the Contractor.

25. **CHANGES IN QUANTITIES/ITEMS:** The City reserves the right to add or delete any item(s) from the bid in whole or in part at the City's discretion as given in the Bid or Proposal wherever it deems it advisable or necessary so to do and such changes shall in no way invalidate the contract nor affect the bid prices for any item or remaining work. Unit prices submitted in the bid shall not be increased or decreased regardless of changes in quantity. The City may waive minor differences in specifications in bids provided these differences do not violate the specifications' intent nor materially affect the operation for which the items or services are being purchased.

The Contractor will be paid for the actual amount of authorized work done or material furnished under any item of the bid at the price bid and stipulated for such item. In case any quantity is increased, the Contractor shall not be entitled to any increased compensation over and above the unit price bid for such item, or any claim for damages on account of loss of anticipated profits should any quantities be decreased. The Contractor shall be responsible for confirming the accuracy of the specified quantities prior to ordering materials or supplies and the City's payment shall be based on the actual quantities incorporated in the work and not the quantities specified in the bid document. The quantities must not exceed the contract specified quantities without specific written authorization of the City Contact or Finance Department and it is the Contractor's responsibility to obtain said authorization.

26. **DISPUTES:** Except as may otherwise be provided by the final agreement, any dispute concerning a question of fact arising under the agreement signed by the City and the Contractor which is not disposed of by the final agreement shall be decided by the City Manager. The Contractor shall be afforded the opportunity to be heard and offer evidence in support of the claim. Pending final decision of the dispute herein, the Contractor shall proceed diligently with performance under the agreement signed by the City and the Contractor. The decision of the City Manager shall be final and conclusive.

27. **EXTRA COSTS:** If the Contractor claims that any instructions by the contract documents or otherwise involve extra compensation or extension of time, a written protest must be submitted to the City Contact within ten (10) calendar days after receipt of such instructions and before proceeding to

ATTACHMENT E**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS – DO NOT RETURN**

execute the work, stating in detail the basis for objection. No such claim will be considered unless so made.

28. LEGAL REQUIREMENTS: All materials, equipment, supplies and services shall conform to applicable Federal, State, County and City laws, statutes, rules and regulations. The Contractor shall observe and comply with all Federal, State, County and City laws, statutes, rules and regulations that affect the work to be done. The provisions of this contract shall be governed by the laws of the State of Maryland.

29. INDEMNIFICATION OF THE MAYOR AND COUNCIL: The Contractor shall indemnify and save harmless, the Mayor and Council from all suits, actions and damages or costs, of every name and description to which the Council may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on the part of the Contractor, or subcontractors or agents thereof.

30. ETHICS REQUIREMENTS: In accordance with the City's financial disclosure and ethical conduct policy and/or ordinances a prerequisite for payment pursuant to the terms of this contract is that the Contractor may be required to furnish explicit statements, under oath, that the City Manager, and/or any other officer, agent, and/or employee of the City, and any member of the governing body of the City of Greenbelt or any member or employee of a Commission, Board, or Corporation controlled or appointed by the City Council, Greenbelt, Maryland has not received or has not been promised directly or indirectly any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration arising from directly or indirectly related to this contract, and that upon request by the City Manager, or other authorized agent, as a prerequisite to payment pursuant to the terms of this contract, the Contractor will furnish to the Mayor and Council of the City of Greenbelt, under oath, answers to any interrogatories to a possible conflict of interest has herein embodied.

31. TERMINATION FOR CAUSE: The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms and an award made to next low Bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor or his surety shall be liable to the City for costs to the City in excess of the defaulted contract prices.

32. TERMINATION FOR CONVENIENCE: This Contract may be terminated, in whole or in part, upon written notice to the Contractor when the City determines that such termination is in its best interest. The termination is effective 10 days after the notice is issued, unless a different time is given in the notice. The City is liable only for payment for goods and services delivered and accepted or approved by the City prior to the effective date of the termination.

33. EMPLOYEES: The Contractor shall employ only competent, skillful persons to do the work, and whenever the Project Manager shall notify the Contractor in writing that any person employed on the work is, in their opinion, incompetent, disobedient, disorderly, discourteous or otherwise unsatisfactory,

ATTACHMENT E**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS – DO NOT RETURN**

such person shall be discharged from the work and shall not again be employed for this contract except with the consent of the Project Manager.

34. **LANGUAGE:** If applicable, the Contractor shall appoint one or more crewmembers or supervisors to act as liaison with the City and emergency services personnel. All liaisons shall be fluently bilingual in English and the Contractor's employees' language(s), and at least one liaison shall be present at each work site at all times when any of the Contractor's employees or agents are at the site.

35. **SENSITIVE DOCUMENTS:** Sensitive documents (either electronic or hardcopy documents dealing with critical facilities or sensitive information) received from the City must be handled consistent with the terms of non-disclosure required for application. Contractor is responsible to restrict use of sensitive documents to project participants only and shall take appropriate measure to prevent distribution of sensitive document to anyone inside or outside of the Contractor's company except Contractor's project participants. After completion of the project, all sensitive documents remaining in the Contractor's possession shall continue to be governed under the terms of non-disclosure and must continue to be stored in a secure manner. After such records are no longer needed for record purposes, the records shall be destroyed or returned to the City. Where services require the Contractor to access the City's electronic information resources and/or its electronic data assets, the Contractor shall adhere to all requirements, terms and conditions of the City's Contractor/Vendor On-Site and Remote Access Confidentiality Agreement.

36. **DOCUMENTS, MATERIALS AND DATA:** All documents materials or data developed as a result of this contract are the City's property. The City has the right to use and reproduce any documents, materials and data, including confidential information, used in the performance of, or developed as a result of this contract. The City may use this information for its own purposes, including reporting to state and federal agencies. The Contractor warrants that it has title to or right to use all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials and data prepared or developed by the Contractor or supplied by the City.

37. **IMMIGRATION REFORM AND CONTROL ACT:** The Contractor awarded a contract pursuant to this bid shall warrant that it does not and shall not hire, recruit or refer for a fee, for employment under the contract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (the Act), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

38. **EQUAL EMPLOYMENT OPPORTUNITY:** The Contractor will not discriminate against any employee or applicant for employment because of age (in accordance with applicable law), ancestry, color, national

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origin, race, ethnicity, religion, disability, genetics, marital status, pregnancy, presence of children, gender, sexual orientation, gender identity or expression, or veteran status. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated fairly and equally during employment with regard to the above. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination, rates of pay or other form of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Contractors must also include the same nondiscrimination language in all subcontracts.

If the Contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts that subcontractors will not discriminate against any employee or applicant for employment in the manner described above, this contract may be declared void AB INITIO, cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the City of Greenbelt. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor will permit access to the Contractor's books, records, and accounts. If the City Manager concludes that the Contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.

39. PERMITS AND REGULATIONS: Unless stipulated elsewhere in these specifications, the Contractor shall be responsible for obtaining and paying for all applicable permits. Where signatures of the City are required in connection with the obtaining of such permits, certificates, etc., the Contractor shall prepare the proper paperwork and present it to the City for signature. City of Greenbelt Permit fees shall be waived. If the Contractor ascertains at any time that any requirement of this contract is at variance with applicable laws, ordinances, regulations and/or building codes, notification to the City Contact shall be made immediately and any necessary adjustment to the contract shall be made. Without proper notice to the City Contact, the Contractor shall bear all costs arising from the performance of work the Contractor knows to be contrary to such laws, ordinances, etc.

40. SERVICE OF NOTICES: The mailing a written communication, notice or order, addressed to the Contractor at the business address filed with the City, or to their office at the site of the work shall be considered as sufficient service upon the Contractor of such communication, notice or order; and the date of said service shall be the date of such mailing. Written notice shall also be deemed to have been duly served if delivered in person to the individual or member of the firm or to any officer of the corporation for whom it was intended if delivered or sent by registered or certified mail to the last known address.

41. PATENT RIGHTS: Whenever any article, materials, equipment, process, composition, means, or things called for by these specifications is covered by letters of patent, the successful bidder must

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secure, before using or employing such article, material etc., the assent in writing of the Owner or Licensee of such Letters of Patent and file the same with the City. The said assent is to cover not only the use, employment, and incorporation of said article, material, equipment, process, composition, combination, means, or thing in the construction and completion of the work but also the permanent use of said article, material, etc., thereafter by or on behalf of the City, in the operation and maintenance of the project for the purposes for which it is intended or adapted.

The Contractor shall be responsible for any claims made against the City, its agents and employees or any actual or alleged infringement of patents by the use of any such patented articles, etc., in the construction and completion of the work, and shall save harmless and indemnify the City, its agents and employees from all costs, expenses, and damages, including Solicitor's and Attorney's fees which the City may be obligated to pay by reason of any actual or alleged infringement of patents used in the construction and completion of the work herein specified.

42. ABANDONMENT OF OR DELAY IN WORK: If the work under the contract shall be abandoned by the Contractor, or if at any time the City shall be of the opinion and shall so certify, in writing, to the Contractor, that the performance of the contract is unnecessarily or unreasonably delayed, or that the Contractor has violated any of the provisions of the contract or is executing the same in bad faith or if the work is not fully completed within the time specified for its completion, together with such extension of time as may have been granted, the City by written notice, may order the Contractor to discontinue all work there under, or any part thereof, within the number of days specified on such notice.

At the expiration of said time the Contractor shall discontinue the work, or such part thereof, and the City shall have the power, by contract, or otherwise, to complete said work and deduct the entire cost thereof from any monies due or to become due the Contractor under the contract. For such completion of work the City may, for itself or its Contractor, take possession of and use or cause to be used any or all materials, tools, and equipment found on the site of said work. When any part of the contract is being carried on by the City, as herein provided, the Contractor shall continue the remainder of the work in conformity with the terms of the contract and in such manner as not to interfere with the City's workmen.

43. SUBLETTING OR ASSIGNING OF CONTRACT: The City and the Contractor each bind themselves, their partners, successors, assigns and legal representatives of such other parties in respect to all covenants, agreements, and obligations contained in the contract documents. Neither party to the contract shall sublet, sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of the work provided for therein, or of his right, title or interest therein to any person, firm or corporation without the written consent of the other party, nor shall the Contractor assign any monies due or to become due hereunder without the previous written consent of the City.

44. SUBCONTRACTING: When allowed, bidders who intend to subcontract any portion of the work including delivery, installation or maintenance will submit to the City prior to the start of work: 1) a

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description of the items to be subcontracted, 2) all subcontractor names, addresses and telephone numbers and 3) the nature and extent of the work utilized during the life of the contract. This does not relieve the contractor from the prime responsibility of full and complete performance under the contract. There shall be no contractual relationship between the City and any subcontractor.

45. **NO WAIVER OF CONTRACT:** Neither the acceptance by the City nor any order, measurement, certificate or payment of money, of the whole or any part of the work, nor any extension of time nor possession taken by the City shall operate as a waiver of any portion of the contract, or any right to damage therein provided. The failure of the City to strictly enforce any provision of this contract shall not be a waiver of any subsequent breach of the same or different nature.

46. **MEASUREMENT OF WORK AND MATERIAL:** The work and material to be paid for will be measured and determined by the City according to the specifications and drawings. No allowance will be made for any excess above the quantities required by the specifications and drawings on any part of the work, except where such excess material has been supplied or work done by order of the City and in the absence of default or negligence on the part the Contractor. Should the dimensions of any part of the work or of the materials be less than those required by the drawings or the directions of the City, only the actual quantities placed will be allowed in measurement.

47. **CONTINGENT ITEMS & QUANTITIES:** Items and quantities identified as being contingent are provided in the contract for use when and as directed by the City. These items are established for the purpose of obtaining a bid price. The quantities for these contingent items may be increased or decreased without any adjustment to the contract unit price bid or the contingent items may be deleted entirely from the contract by the City. The Contractor shall submit no claim against the City for any adjustment to the contract unit price bid, should the contingent items be increased, decreased or eliminated entirely. Payment for any contingent items used will be made on the basis of the quantities as actually measured and as specified in the Specifications.

48. **GUARANTEE PERIOD:** The Contractor shall warrant and guarantee the work required under this contract for a period of twelve (12) months from the date of Final Acceptance. The Contractor warrants and guarantees to the City, that materials and equipment furnished under the contract shall be of good quality and new unless otherwise required or permitted by the contract documents, that all work will be in accordance with the contract documents, and that all work will be of good quality, free from faults and defects. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. If required by the City, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

The Contractor's obligation to perform and complete the work in a workmanlike manner, free from faults and defects and in accordance with the contract documents shall be absolute. The Contractor shall remedy, at his own expense, and without additional cost to the City, all defects arising from either workmanship or materials, as determined by the City, or City's representative. The obligations of the Contractor under this Paragraph shall not include normal wear and tear under normal usage. If the Contractor does not, within ten (10) days after notification from the City, signify his intention in writing

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or inaction to correct work, as described above, then the City may proceed with the work and charge the cost thereof to the account of the contract as herein before provided. Warranty documents shall be furnished by the Contractor and shall be delivered to the City before final payment is made.

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